2016 TRAVEL LOG FOR MCEA CANDIDATES AND THEIR CAMPAIGN STAFF

A travel log is required if MCEA funds are used for travel reimbursements. Logs must be maintained until Dec. 2019.

Candidate's Name

Name:
(Person requesting reimbursement)

Address:

Date of Travel (Required)	Odometer Reading at Start (Recommended)	Odometer Reading at End (Recommended)	Number of Miles Traveled (Required)	Specific Purpose and Destination of Travel (Required)

HOW TO USE THIS FORM		
HOW TO USE THIS FORM • **Logs must be completed contemporaneously—at the time of travel.** • **Start and end odometer readings are highly recommended.** • **The purpose of the travel must be specified in detail: "door to door," "attended meet and greet" and "candidates' forum" - are acceptable descriptions. "Campaigning" or "candidate activities" are not acceptable because they do not describe the purpose in enough detail.**		Number of miles this page
		Number of miles from attached pages
		Total miles traveled
	$	Multiply total miles by $0.44 This is the <u>maximum</u> reimbursement amount based on mileage. The payments for fuel can not exceed this amount.

Affirmation. To be completed by the person requesting reimbursement from the campaign for that person's travel expenses.

I, _____ , affirm that my travel reported in this log: (1) was campaign related; (2) occurred on the dates and to the destinations listed; (3) is, to the best of my knowledge, an accurate record of the number of miles traveled; and (4) that the entries in this log were made on the day the travel occurred.

_____   _____
Signature of person requesting reimbursement   Date

(For use by campaign) Date of Reimbursement:	$_____ Actual Amount of Reimbursement

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Date of Travel (Required)	Odometer Reading at Start (Recommended)	Odometer Reading at End (Recommended)	Number of Miles Traveled (Required)	Specific Purpose and Destination of Travel (Required)
Total miles traveled this page				